

Minutes for Administrative Staff Meeting

May 9, 2016

2:00 PM

DBH Admin – 303 East Vanderbilt Way, Rooms 109A/B, San Bernardino 92415

Attendees: Julie Phillips, Sarah Hayes, Natalie Kesssee, Karen Cervantes, Jamesia Brown, Jess Rodriguez, Ruben Gasco, Doris Turner, Jennifer Gonzalez, Nancy Olsen, Keith Haigh, Sarah Eberhardt-Rios, Vickie Baumbach, Jennifer Edge-Ballantine, Carolyn Latta-Clark, Veronica Rodriguez, Lupe Rosas, Ted Rodriguez, Pamela Garcia, Mariann Ruffolo, Jennifer Pacheco, Urbain Domond, Josh Morgan, Kevin Lee, Olga Granillo, Kristen Mungcal, Melissa Weipert, Marina Espinosa, Cynthia White, Christina Glassco, Supriya Barrows, Michael Oliver, Armando Chavez, Leonor Martin Del Campo, Faye Hermann, Sandra Sesma-Ramirez, Deborah Morrow, Jason Hill, Victoria Hall, Andrew Gruchy, Joanne Solomon, David Denkers, Kim Carson, Anjali Sequeira, Michael Sweitzer, Aimara Freeman, Sherwin Farr, Beverly Paulson, Kristiann Wolfe, Cheryl Placide, Hsinya Chichester, Mary Tansey, Rosio Valdez, Dianne Sceranka, Rene Keres, Claire Karp, Norma Lopez

Minutes Recorded by: Roxanne De Hay

TOPIC	DISCUSSION	ACTION/OUTCOME
Introductions	Veronica Kelley	<ul style="list-style-type: none"> The meeting was called to order at 2:06 PM. Self-introductions were done.
Announcements	<p>Mariann Ruffolo</p> <p>Karen Cervantes</p> <p>Mariann Ruffolo</p> <p>Aimara Freeman</p> <p>Josh Morgan</p>	<ul style="list-style-type: none"> Posters were displayed from the 'Bring your Child to Work Day' event hosted by Workforce Education and Training. May is Mental Health Awareness Month. The Meet the Artist event at Koehler Gallery in Fontana will be May 11, 2016 2pm-6pm. Evening with the Stars will be May 25, 2016. Sponsors are still needed. The DBH Recruitment Team is in development. A list of frequently asked questions will be created. Both will be available soon. Aimara provided a Media Relations update. DBH Facebook 'Likes' has grown by 100. This is a 15% increase from 2014 to 2015. Twitter followers increased by 176% from 2014 to 2015. Email Marketing reached 328 subscribers each week in 2015. We are looking to increase our audience. A new magazine is being published called 'Inside Edition.' Programs may let the media department know of any highlights or programming they would like to advertise. Consumer Perception Survey next week.

TOPIC	DISCUSSION	ACTION/OUTCOME
SYSTEM OF CARE ENHANCEMENT		
Initial Contact Log Training and Rollout	Christina Glassco	<ul style="list-style-type: none"> The Initial Contact Log must be used when a client first requests service. This is required by Title 9, Chapter 11 of the Welfare and Institution Codes. The log must contain the name, date and disposition of the request. The State requires a report of the time frame from initial request for service and the appointment made. Appointments should be scheduled within 15 days of initial contact. The new system will report both types of information at once. The week of June 20 training for identified staffing will begin. Implementation date for all departments to start using the system is July 5, 2016. Supervisors need to email Jess Rodriguez from IT the names of staff needing training by May 20th.
Substance Use Disorder Access Study	Joshua Morgan/ Vickie Baumbach	<ul style="list-style-type: none"> Substance Use Disorder Access Study was conducted for Fiscal Years 2013-2014 for ages 12 and older. Residential surveys showed 45% of residents having co-occurring symptoms with substance abuse. All Substance Use Disorder services are a Tier III service. Drug Medi-Cal now covers substance abuse disorders for outpatient and will cover residential services when SBC enters into the Drug Medi-Cal Outpatient Delivery System (DMC-ODS) waiver. Capacity planning will be discussed in Stakeholders Meetings. The access rate for SUD services in FY 13/14 was 7.8% countywide. Baseline Service Packages are needed to provide adequate care and are considered a goal to help in planning for the next several years. Top substances used are: <ol style="list-style-type: none"> 1. Alcohol 2. Amphetamines 3. Opiates Currently there are five residential treatment providers in San Bernardino County. Of all service providers in the county, 85% are contracted agencies and all residential treatment services are contracted. Reviewed lengths of stay across substances, programs, and geographic regions to explore access to minimum levels of care. DBH is working on housing for substance abuse clients that relapse. Stakeholder process with managers is scheduled. Information will be available on Drug Medi-Cal changes at this stakeholder process.

TOPIC	DISCUSSION	ACTION/OUTCOME
POLICY AND PROCEDURES		
Policy and Procedure Updates	Marina Espinosa	<ul style="list-style-type: none"> • Advance Health Care Directive has been updated.
CHECK-OUT/ ADJOURNMENT		
Next Meeting		<ul style="list-style-type: none"> • The meeting adjourned at 3:45 PM • The next Administrative Staff meeting will be held on Monday, June 13, 2016 , at DBH Administration – 303 East Vanderbilt Way, Rooms 109A/B, San Bernardino 92415 at 2:00 PM • Email agenda items to Raquel Ramos at rramos@dbh.sbcounty.gov.